

Revised Draft Work Plan for School Administrative Match Program Changes

July 2003 through Jan 2004

July 2003	August	September	October	November	December	January 04
MAA Updates CMS on planning & implementation	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>
		<<<<<< First 2003-04 School Quarter >>>>>>			Second 2003-04 School Quarter >>>>	
OSPI/SDs/ESDs Advisory Group meetings	August 19, 2003 (Draft Agenda: Performance measures, time study, CMS changes, training)	>>> monthly >>>	>>>>>>>>>>>>	>>>>>>>>>>>>	Begin quarterly advisory group meetings	
CONTRACTS & TIME STUDY	MAA develops Admin Service Contract & Ad Match Manual Λ By 8/22, DSHS Research Div. completes draft Time Study design	9/1 – 9/15 School Districts and ESDs review contract / manual V 9/16 - 9/30 MAA finalizes contract & manual	10/1 MAA sends revised contracts to SDs & ESDs for signature V SDs and ESDs sign contract and returns them to MAA by 10/31	DSHS signs service – delivery contracts	12/01/03 Implement Ad Match Contract (Includes new time study, MAA manual and CMS guide) 12/1/03 MAA sends sampling requirements to SDs and ESDs	
Initial TRAINING provided by MAA	MAA develops Training Schedule & Materials	9/29 MAA begins training SD / ESD coordinators and financial staff	By 10/ 17, MAA training is completed	SD / ESD coordinators train school staff		
On-going Training, monitring & Tech Assistance	By 8/31 send description of work needed, and an invitation for price quote.	Develop training, monitoring & TA Contract - or - MAA initiates hiring	Update plans based on number of contracting school districts (see "Contracts" above)	>>>>>>>>>>>>	>>>>>>>>>>>>	Provide or purchase on-going training, monitoring & TA services

File-H: /Ad Match/01workplan July03-Jan04 (July 29)